

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post U.S. Embassy Chisinau	2. Agency DoS	3a. Position Number multiple		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces <div style="margin-left: 40px;">(Position Number) _____ (Title) _____ (Series) _____ (Grade)</div> <input type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain) PD transfer to new form, FS298				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Gardener	FSN-2		
b. Other				
c. Proposed by Initiating Office				
6. Post Title of Position (<i>if different from official title</i>) Gardener		7. Name of Employee		
8. Office/Section GSO/Maintenance		a. First Subdivision		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;">Printed Name of Employee</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Signature of Employee</div> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Date (mm-dd-yyyy)</div> </div>		10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;">Printed Name of Supervisor</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Signature of Supervisor</div> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Date (mm-dd-yyyy)</div> </div>		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;">Printed Name of Chief or Agency Head</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Signature of Chief or Agency Head</div> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Date (mm-dd-yyyy)</div> </div>		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;">Printed Name of Admin or Human Resources Officer</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Signature of Admin or Human Resources Officer</div> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Date (mm-dd-yyyy)</div> </div>		
13. Basic Function of Position Performs gardening maintenance and landscaping duties at Embassy Compound facilities and ground areas, ground areas of representational buildings, residential quarters and leased buildings. Enhances the appearance of United States Government properties through planting, landscaping, maintaining or flowering shrubs, plants and other horticultural means.				
14. Major Duties and Responsibilities				

Landscaping and Gardening: Performs landscaping and gardening activities which may include but are not limited to: prepares soil and plants, cultivates, and fertilizes, applies pesticides and other chemicals, waters, sprays, prunes, and transplants shrubs, trees, vegetables, flowering plants, and perennial and annual flowers; may pot certain flowers and plants for indoor and outdoor displays; seeds, fertilizes, waters, mows grass and generally maintains lawns; may raise flowers and plants in a greenhouse. Directs the work of several Laborers assigned to assist. Operates lawn and grounds equipment which including power mowers, trucks, sprinkler system, snow blowers, bucket ladders, fork lift and other gardening hand tools, and powered equipment while landscaping or maintaining grounds. Oversees contractors doing similar work as needed. Drives Embassy vehicle in performance of official duties.

80%

Unskilled labor: Performs various kind of unskilled manual labor tasks including, but not limited to: removes debris and trash from Embassy Compound grounds and working areas, performs minor grounds repair and other grounds keeping tasks as assigned, cleans gutters from leaves, moves furniture and lifts, carries and moves other light to heavy objects from place to place. During the winter shovels/plows snow, salts driveways, clears sidewalks of ice. Performs escort duties for contractors and visitors as needed. Performs other duties as assigned. **20%**

**Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performance

a. Education:

Secondary education is required.

b. Prior Work Experience:

At least one year of experience as a gardener, florist helper, groundskeeper or similar work involving general landscaping and gardening duties is required.

c. Post Entry Training:

On the job training will be provided.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level I (rudimentary knowledge) Speaking/Reading/Writing English is required.

Level III (good working knowledge) Speaking/Reading/Writing Romanian and Russian are required.

e. Job Knowledge:

Incumbent should have good working knowledge of how to plant and care of plants and flowers, methods of landscaping and grounds keeping; proper use of chemicals, fertilizers and pesticides; use and care of motorized equipment and hand/power tools used in grounds keeping maintenance work.

f. Skills and Abilities:

Must have a type "B" local driver's license. Must be able to use hand tools and operate motorized equipment and vehicles, such as mowers, sprinklers, fork lift, etc. Must be able to physically lift and move objects including weight up to 50 pounds unassisted.

16. Position Elements

a. Supervision Received:

Supervision is received through the Grounds Keeping and Custodial Shop Foreman. Also receives instructions from the Maintenance Supervisor, Facility Maintenance Specialist and/or General Services Officer.

b. Supervision Exercised:

None.

c. Available Guidelines:

6 FAM. GSO Handbook. Post policies and regulations. Government occupational health and safety guidelines.

d. Exercise of Judgment:

Judgment is required to perform assigned duties in planting and fertilizing, use of pesticide and other chemicals; using different manual and electrical hand tools, operating the forklift, determining when a problem should be reported to supervisor.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:

Internal: Communicates daily with co-workers and Embassy personnel in performance of duties. May also communicate with some residential staff or Eligible Family Members.

External: Communicates with contractors doing similar work as necessary or while performing escort duties.

g. Time Expected to Reach Full Performance Level:

Three months.